
Minutes Merit System Board August 14, 2009

Minutes of the Merit System Board meeting held on August 14, 2009, at 10:00 a.m., in the Human Resources Conference Room at 20 E. Sixth Street, Tempe, Arizona.

Board Members Present:

James P. Foley, Chairman
Wayne E. Hochstrasser

Board Members Absent:

Dr. Russell Schoeneman

City Staff Present:

Renie Broderick, Secretary to the Merit System Board & Human Resources Manager
M. Colleen Pacheco, Staff to the Merit System Board & Human Resources Technician II

Chairman Foley called the meeting to order at 10:01 a.m.

Agenda Item 1 – Motion to Adjourn to Executive Session, if necessary, pursuant to A.R.S. §38-431.03(A) (1) and 38-431.03 (A) (3)

Motion was not made.

Agenda Item 2 – Discuss and Approve Meeting Minutes from December 17, 2008

The minutes were unanimously approved as written at 10:03 a.m.

Agenda Item 3 – Approve Revisions to “Personnel Rules and Regulations”

Human Resources Manager Renie Broderick presented the proposed (attached) changes to the Personnel Rules and Regulations and communicated that in light of recent economic conditions, they felt it was necessary to change the language in Rule 202 Section F to say an employee “may [receive a step increase and/or completion of probation increase of] up to [5%]”, and clarified the prorated numbers because as currently written, the Rule reads that each employee “shall” (in other words, “must”) receive the 5% increase. This change gives the City Manager the option of determining appropriate increases depending on the City’s financial situation at the time. The four union groups of the City of Tempe have already reviewed and approved the proposed changes, and now City Management wants to change the Rules & Regs in order to include the remainder of the workforce.

The Board asked some clarifying questions of Ms. Broderick, who explained that this change of the Rules and Regs only applies to the small group of non union employees because the MOU’s for the remainder of the City workforce have already reflected the change. She also clarified that this is an across-the-board change for future increases; under the current verbiage everyone must receive the increase, which is not prudent at this point. She also clarified that previously, the City Manager was not involved in the decision at all; it was automatically distributed.

Chairman Foley asked is there was any further discussion, and being none, they moved on to the next Rule change.

Ms. Broderick explained that the proposed changes to Rule 306 essentially accomplished same goal of allowing flexibility by the City Manager to give an increase when an employee finishes probation. Currently, the Rules say "shall" (in other words, "must") and they are changing the verbiage to "may". This change has also been reviewed and approved by the unions.


Chairman Foley asked if there was any further discussion requested, and as there was none, Board Member Hochstrasser moved to approve all of the Rule changes as written. Chairman Foley seconded the motion and it carried unanimously at 10:10 a.m.

Upon determining that there was no further business, Chairman Foley made a motion to adjourn, and Board Member Hochstrasser seconded the motion. The motion carried unanimously.

Meeting adjourned at 10:11 a.m.

Prepared by:
M. Colleen Pacheco, Human Resources Technician II,
and Staff to the Merit System Board

Reviewed by:
Renie Broderick, Human Resources Manager,
and Secretary to the Merit System Board



Authorized Signature

EXHIBIT A

City of Tempe Personnel Rules and Regulations

Rule 2

Section 202: Salary Administration

F. Salary Step Increases

New employees ~~may~~ shall receive up to a five percent (5%) step increase after successfully completing their probation, if approved by the City Manager. In July, following the completion of their initial probation, new classified, non-sworn employees who meet job standards ~~may be~~ are eligible to receive a pro-rated step increase based upon the month he or she successfully completed his or her probation as indicated in the following chart, with City Manager approval:

If probation was completed in:	% of Pro-rated <u>% of</u> Step Increase:
July	<u>100%</u> 5.0%
August	<u>92%</u> 4.6%
September	<u>84%</u> 4.2%
October	<u>75%</u> 3.8%
November	<u>67%</u> 3.3%
December	<u>59%</u> 2.9%
January	<u>50%</u> 2.5%
February	<u>42%</u> 2.1%
March	<u>34%</u> 1.7%
April	<u>25%</u> 1.3%
May	<u>17%</u> 1.0%
June	<u>0%</u> 0.0%

In July, employees who have not been on original probation during the previous twelve (12) months and who meet job standards ~~may be~~ are eligible to receive up to a five percent (5%) step increase up to the maximum of his or her salary range maximum, with City Manager approval.

Salary step increases for unclassified employees shall be approved by the City Manager.

City of Tempe Personnel Rules and Regulations

Rule 3

Section 306: Probation

C. Salary Increase

Regular, classified employees whose performance meets job standards ~~may~~shall receive a step increase up to 5% upon successful completion of his or her original probationary period, with City Manager approval and at the discretion of the Department Manager. (See Rule 23, Section 23026, E) A step increase requires ~~The only action required is~~ the completion of a Personnel Action Request (PAR) form that indicates completion of the probation and ~~any~~the associated five percent (5%) salary increase. The PAR form must be forwarded to Human Resources. The effective date of ~~any~~the salary step increase shall be as follows:

1. The first day of the pay period when the probation completion date falls within the first seven (7) days of a pay period; OR
2. The first day of the pay period following the probation completion date when the probation completion date falls within the last seven (7) days of a pay period.